



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-6000

IN REPLY REFER TO


4200
Ser 04/0362
4 Jan 99

From: Chief, Bureau of Medicine and Surgery
Subj: STREAMLINED PAYMENT PRACTICES FOR MICRO-PURCHASES
Ref: (a) OUSD(A&T) memo of 2 Oct 98
(b) BUMED ltr 4200 Ser 04/020205 of 27 Jul 98
Encl: (1) FY98 Micro-Purchases Non Purchase Card

1. Reference (a) reaffirmed previous policy regarding the use of the purchase card to pay for goods and services valued at or below \$2,500. A written determination by a Flag or General Officer is required for each order that does not use the purchase card on a stand-alone basis or as a method of payment. This policy includes contracts, purchase orders, orders under task and delivery order contracts, orders under basic ordering agreements and calls against blanket purchase agreements. The written determination must state that the source or sources available for the supply or service do not accept the purchase card. Reference (a) also reaffirmed reference (b) delegated authority to the Officer in Charge and Commanding Officer level when a resident Flag Officer is not available.

2. Commanding Officers of MTFs with contracting authority will ensure that this policy is strictly adhered to. Waivers should be issued sparingly and only when emergent need prohibits identifying a source that will accept the purchase card. Enclosure (1) provides FY98 data on activity level actions that would have required waivers. We can do better at compliance with this policy than the data indicates. DoD will be monitoring invoices paid by activity to measure compliance with this policy.

3. The references can be found on the NMMLC web page at www-nmlc.med.navy.mil. My point of contact is LCDR William P. Bradley who may be reached at (301) 619-2084, DSN 343-2084 or by E-mail at wbradley@nml10.med.navy.mil.


T. R. DEBIBAUGH
Assistant Chief for
Logistics

**NON PURCHASE CARD MICRO-PURCHASE TRANSACTIONS
FY 98 DD1057 REPORTED**

	Actions
USNH Naples	0
USNH GTMO	17
NH Oak Harbor, WA	41
NH Beaufort, SC	39
NH 29 Palms, CA	79
USNH Rota	96
NH Great Lakes, IL	107
NH Bremerton, WA	111
NH Cherry Point, NC	125
NH Corpus Christi, TX	178
NMRI Bethesda, MD	288
USNH Roosevelt Roads, PR	290
NMLC Frederick, MD	309
USNH Sigonella	366
NH Camp Lejeune, NC	339
NH Lemoore, CA	421
NH Pensacola, FL	463
NH Camp Pendleton, CA	514
NNMC Bethesda, MD	595
USNH Yokosuka, Japan	815
NAMRII-3, Egypt	837
USNH Okinawa, Japan	1,128
USNH Guam	1,527
NMC Portsmouth, VA	1,563
NH Jacksonville, FL	1,611
NMC San Diego, CA	1,636
NH Charleston, SC	1,666
Total	15,181

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